

**City of Eureka  
Community Development Department  
531 K Street, Eureka, CA 95501-1146  
Telephone 707-441-4160; Fax 707-441-4202**

## Burn-Down Letter Request

**Complete and return this form to the Community Development Department.**

**Effective July 1, 2006, Burn-Down Letter request fees are \$45.00**

**Burn-down letters will not be processed without proper payment, and may take one week, or more, to prepare, following receipt of payment.**

**Legibly print all information requested below:**

Name of person to address letter to:
Would you like the letter: <input type="checkbox"/> Mailed – address:
<input type="checkbox"/> Faxed – Fax number:
Address to send letter:
Address of person requesting letter, if different:
Telephone number of person requesting letter:
Property Address:
Property APN:
Number and approximate size of each dwelling unit on property:
General location of dwellings on property; attach site plan if available:
Age of dwellings, if known:
Number and use of buildings on property, other than dwellings:
Age of other buildings, if known:

**Your burn-down letter request must either be accompanied by cash or check in the amount of \$45, or you may provide your credit card information below (Visa and MasterCard only):**

<b>Card Number:</b>
<b>Expiration Date:</b>
<b>Billing Address and Zip Code for credit card:</b>

I hereby authorize the City of Eureka Community Development Department to charge my credit card account in the amount of \$45.00 for a Burn-Down Letter.

**Cardholders Signature**

Date \_\_\_\_\_